What's the best way to search for and find emails in Gmail?

Tell Me

1. You can conduct a simple search by entering keywords or names into the search bar along the top of your screen
   a. To find email from someone who has both an @uncc.edu and an email alias, see this FAQ.
2. To conduct a more advanced/specific search, click the **down arrow** at the far right of the search bar, next to the search button
   a. Click the **Search** drop down and select where you want to search; You can select a label, unread/read messages, etc. The **All Mail** option will search everything except Spam and Trash. If you want to include everything in your mailbox (Inbox, labels, Spam, Trash, Drafts, etc) you can use the new **Mail & Spam & Trash** option
   b. Enter any other desired criteria into the fields available
      i. To search for emails from someone who also has an email alias, enter their full name but DON'T select one of the email suggestions that display underneath. Simply click outside the **From** field to continue
      ii. If you can't recall who sent a message, you can search for an email from one of X number of people by typing their full names separated by **OR** (this must be all caps). For example, in the **From** field you would enter **Norm Niner OR Norma Niner**
      iii. Calendar invitations and update messages are considered emails with an attachment and will display in search results
   c. Click the **search** button in the bottom left

**Tip**

For best results, use 2-3 criteria when searching for an email message. To find email from someone who has both an @uncc.edu and an email alias, see this FAQ.
Note

For additional information about searching, check out this Google page.

You can learn more about advanced searching and search operators by visiting this Google page. Search operators can be used with the Gmail mobile app, just be sure to use exact syntax when using search operators.

Related FAQs

- How does a supervisor request temporary access to an employee's Gmail account?
- Can I use a desktop email client like Thunderbird, Outlook or Apple Mail with Gmail?
- What is a UNC Charlotte Google Group (name-group@uncc.edu)?
- Can I send attachments to a Google Group?
- What do I do if I think email is missing and/or it is not being delivered to me?